

CONFIDENTIAL

26 May 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Reduction of Per Diem for Quarters Furnished

1. A vouchered funds travel voucher audited at Headquarters was forwarded to the undersigned for certification. The voucher reflected that a suite of rooms used for official conferences was also used for lodging. The claimant reduced his claim by \$8.00 adding the note that this was the lowest priced room available.

2. The undersigned queried the auditor (). During this telephone conversation the auditor said she would accept any amount indicated including an amount as low as \$2.00. I informed () I could not certify such a claim; I asked to speak to () to clarify Confidential Funds Division's practice in auditing such claims. () agreed that anything less than 35% of the per diem earned would not be accepted. I asked that () pick up the phone.

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3. After discussing the issue, () agreed to instruct all auditors (VF and UVF) to:

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1. Accept claims as submitted if more than 35% was deducted from per diem earned for quarters furnished.
2. Reduce claims if an amount less than 35% of the per diem earned was claimed as a minimum charge for lodging.

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70000
IN CHARGE
10. PER
REV CHARGE
89
41079
36
38
38
22
02
5

CONFIDENTIAL

GROUP 1
downgrading and
declassification